



2007 MiRSA Request for Proposal

Michigan Regional Skills Alliances and MiRSA are Service Marks for the Department of Labor & Economic Growth/Bureau of Workforce Programs

The purpose of this Request for Proposal (RFP) is to establish additional Michigan Regional Skills Alliances (MiRSAs). MiRSAs are employer driven, business and community partnerships, focused on addressing workforce issues in an industry sector. Total funding available for the 2007 MiRSA program is \$900,000. State funding is for one-year only and must be used within the first year of the MiRSA contract.

Completed applications **MUST BE RECEIVED BY THE DEPARTMENT OF LABOR & ECONOMIC GROWTH, no later than 5 p.m., Friday, May 11, 2007. Submit to:**

**Ms. Bonita Smith
Department of Labor & Economic Growth/Bureau of Workforce Programs
Victor Office Center, 5th Floor
201 North Washington Square
Lansing, Michigan 48913**

Proposals must be:

- 12-point type, double-spaced, single sided, 8 ½ x 11, non-glossy paper.
- 10-page limit. Please be concise and direct.
- Submit the original along with three copies. No electronics copies, faxes, or emails will be accepted.

Attachments not permitted other than Exhibits A, B, and C which are required by this RFP.

A Pre-Bid Workshop Webinar to provide more information regarding this RFP will be held on Tuesday, April 17, 2007, from 2 p.m. to 4 p.m. Information regarding this Webinar will be posted on the MiRSA website <http://www.michigan.gov/rsa>.

All questions and answers must be submitted in writing. For any additional questions you may have after the Pre-Bid Workshop Webinar session on April 17, please send an email to rsa@michigan.gov **no later than April 27, 2007.** All questions, answers and the Pre-Bid Workshop Webinar will be posted to the MiRSA Web site at <http://www.michigan.gov/rsa> by April 30, 2007.

If any information requested in the application is missing or incomplete, the applications will not meet threshold criteria for consideration.

**Michigan Regional Skills Alliance (MiRSA)
2007 Application**

APPLICANT INFORMATION: Applicants can be any organization selected by the partners to submit the application on behalf of the MiRSA, and serve as the fiduciary responsible for proper use of state and federal funding sources.

Funding Requested Amount: _____

Name of Applicant: _____

Address: _____ Phone: _____

Fax: _____ Email Address: _____

Contact Person: _____ Title: _____

Federal ID #: _____ MI Nonprofit #: _____

Applicant is: **Check all that apply**

- ☐ Nonprofit Organization (type): _____
- ☐ Private Enterprise
- ☐ Local Unit of Government
- ☐ Organized Labor
- ☐ Economic Development Agency
- ☐ Michigan Works! Agency/Workforce Board
- ☐ Post Secondary
- ☐ Business Association
- ☐ Other (specify): _____

Industry Focus of MiRSA: _____

Regional Area of MiRSA: _____

Official Name of MiRSA: _____

Convener County: _____

Convener Senate District: _____ Convener House District: _____

FISCAL AGENT INFORMATION: The Applicant and Fiscal Agent may be the same entity. The Fiscal Agent will perform the administrative duties and functions related strictly to fiscal operations. The proposal must clearly demonstrate that the Fiscal Agent is qualified and capable of carrying out the responsibility.

Name of Fiscal Agent: _____

Address: _____ Phone: _____

Fax: _____ Email Address: _____

Contact Person: _____ Title: _____

CONVENER INFORMATION: The Convener is the champion and organizer of the MiRSA. **(See Requirement 6)**

Name of Convener(s): _____

Address: _____ Phone: _____

Fax: _____ Email Address: _____

Contact Person: _____ Title: _____

AUTHORIZED SIGNATORY: The authorized signatory is the authorized legal entity MiRSA representative that will sign the Grant Document with the Department of Labor & Economic Growth (DLEG) and who has full authority to enter into agreements on behalf of the MiRSA.

Signature

Title(s)

Print Name & Date

DEFINITION & PURPOSE

MiRSAs are locally managed partnerships formed to address workforce issues affecting firms operating in an industry in a distinct geographic area. Among the challenges, the MiRSAs set out to resolve are worker shortages, skill shortages, training mismatches, employee recruitment and retention, and organizational design. Key features of MiRSA's include:

- MiRSAs seek to resolve systemic and structural problems by working at a multi-firm, industry-based level.
- MiRSAs are regional in nature and reflect the local labor markets. Participating firms draw on a regional labor pool of people who live and work in the region. ("Regional" refers to the geography of labor markets. At a minimum, a MiRSA's region cannot be smaller than a county.)
- Employers who participate in such alliances tend to see the business climate as friendly and supportive, an important consideration in location decisions.
- MiRSAs engage all appropriate public and private stakeholders in collaborative problem solving.
- These stakeholders are brought together by a **convener**; an organization that is acting in part as an organizer but is also a partner with expertise in the issue area.
- Industry sectors in which MiRSAs are formed are a significant part of the local economy, but they need not be the principal industry of the area.

The State of Michigan's objective for the MiRSA initiative is to assist local areas in developing industry-based partnerships that will promote the economic health and welfare of areas' businesses and workers. Michigan intends to stimulate and support the development of MiRSAs with the overall goal of providing Michigan employers with a highly skilled workforce, and Michigan citizens with careers with good wages and opportunity. Firms that continually upgrade the skills of their employees are more likely to remain competitive and healthy than those that do not. As industries in a region prosper, they tend to attract suppliers who benefit from the proximity to their customers and similar businesses that benefit from the availability of skilled workers.

- MiRSAs will focus on the needs of an industry cluster within a region and multiple employers in that industry;
- Conveners of the MiRSA will be key players in the community who have a role in solving the workforce needs in the industry and a role in addressing the need for good jobs by community residents;
- MiRSAs will focus on the workers or potential workers of the industry and work to improve opportunities in the career ladder; and
- MiRSAs will achieve systemic changes in the industry and workforce that have mutually beneficial results for employers, workers, and the community.

Each MiRSA is expected to participate in:

- Learning Institutes
- Regional Forums
- Technical Assistance (site visits, webinars, surveys etc.)
- Service Mark Usage
- Evaluations

Successful MiRSA applicants must:

- Follow state reporting requirements
- Coordinate with the State Regional Planning initiatives

PROPOSAL REQUIREMENTS

Responses to each requirement should be **limited to two paragraphs or where applicable, bullet points may be used.**

Requirement 1: Applicants must:

- Define the universe of employers in the relevant regional sector.
- Define the specific firms that will be involved in the MiRSA, include the number of employees for each firm. (Selection criteria will favor applicants that address a higher number of employers and workers).
- Provide description of employer involvement including the process used to obtain employer input during the development of the application, and if key employers in the industry were involved.

Requirement 2: RSA Connection with 21st Century Initiative

MiRSA application must align with 21st Century strategic planning that is occurring in the region. Applicants must identify the common partners between the MiRSA and the 21st Century plan in their region (Complete Exhibit A - 21st Century Partner Form). Partners can include, but are not limited to:

- Advocacy or Interest Groups
- Chambers
- Community-Based Organizations
- Community Colleges
- Economic Development Groups
- Education K-12
- Faith-Based Organizations
- Local & State Government
- Michigan Works! Agencies (Workforce Investment Boards)
- Other Education (post secondary, private)
- Trade Associations
- Unions

Applicants must identify goals and measures of the proposed MiRSA that are common with those of the 21st Century Initiative.

Requirement 3: Industry Focus

Applicants must describe why the specific industry sector is being targeted. Some possible reasons would be, but are not limited to:

- To prevent further plant closings in a declining sector,
- Upgrade incumbent worker skills,
- Establish career pathways, and
- Establish industry skills standards.

Requirement 4: Work Plan

Complete the Work Plan Matrix, (Exhibit B) which identifies the goals, objectives, and the corresponding tasks, steps, and outcomes to be accomplished by the MiRSA. Describe the following:

- The way employers were involved in the development of goals, work plan, and outcomes;
- The way other partners were involved in the development of goals, work plan and outcomes;
- The process that will be used for mid-course adjustments, and how employers will be involved;
- How they plan to increase/engage new employers; and
- How they plan to attract additional partners.

Requirement 5: Budget/Sustainability

Applicants must provide a three-year budget that includes the one-year funding amount requested from the State of Michigan through this grant application and any funds being leveraged by the partners and must demonstrate a plan for sustainability.

- Complete the MiRSA Budget Form (Exhibit C)
- Provide a clear and concise sustainability plan that includes, but not limited to:
 - a. Fundraising activities,
 - b. In-Kind/Cash match, and
 - c. Funding opportunities (Examples: fee for service, foundations, trade organizations, etc.).

Requirement 6: Convener

Proposal must show the convener is a key player in the community with a role of solving workforce needs of the industry in the target region. Provide description of the following:

- Role of convener or organization in implementing work plan, and
- Sufficient staff support dedicated to the MiRSA.